

30 January 1978

RECORDS REVIEW PROCEDURE

RRP 78-1

1. The Records Review Branch is initiating a periodical circular series entitled "Records Review Procedure." The purpose of this series is to guide all branch personnel on unique problems encountered in the systematic review of records.
2. These RRP's will be numbered serially by year. Each staff member is responsible for keeping his/her file of them up to date, properly noting any recissions in the series.
3. The branch secretary will maintain the master RRP file and distribute all additions and changes in the series.